

# INFORMAL LETTER 4

You should look at the webpage on the next page and study the information carefully to write your email.

Your friend's mother has seen the webpage on the next page. She wants to buy your friend a birthday present and she would like your opinion on the latest items that teens are interested in.

Send an email to your friend's mother stating:

- two items from the webpage that your friend might like
- two other items not from the webpage that your friend might like
- which item you think your friend will like the most and why you think so

Write your letter in clear, accurate English and in a friendly and enthusiastic tone that will show your friend's mother how pleased you are to help her.

You should use your own words as much as possible.

# Great Gifts for Teens!

## CASUAL IS IN!

Check out the latest printed T-shirts from Lucky. Make a statement with these T-shirts! They come in a variety of colours and sizes. Wear them with your favourite pair of shorts or jeans! Prices start from just \$15.



## TELL MORE THAN JUST THE TIME!

The Gummi watches are finally here! Personalise your watch to suit your needs! Record your activity level and calorie intake each day. Store photos and music. Navigate from one application to the next just like you would on your smartphone.

## MULTIPLE LEVELS AND CHALLENGING OBSTACLES!

A challenging game filled with fast and ferocious battles that will definitely put your dexterity and skills to the test. Action Quest is the talk of the town with its interesting storyline and unexpected twists and turns at every corner. This latest game by Living Entertainment that brought you, Undercover, the most popular game the past three years, certainly seems like it will be one of the most popular video games this year.

## THE VERY BEST FOR YOUR FEET!

Step out of the house in comfort every day. Footy has the shoes that will be the perfect fit for you. We also custom make shoes. Just speak to any of our staff and he will be glad to help. Whether it's high top, low top or anything in between, we will have something for you.



## FILL YOUR TUMMY!

Grab our vouchers now and get discounts of up till \$6 per voucher. Vouchers from Food Artisan can be used at a variety of restaurants and cafes such as Burger Mania, Pizza Lite and Western Delight. Come on down with your friends and family. Enjoy a great ambience and delectable food.

Dear Aunt Agnes,

I was pleasantly surprised to receive your email. Sharon will be pleased to know that you are looking for a birthday present for her. Lately, Sharon and I have been going window shopping and she has pointed out several items that she wishes she could buy.

One of the items she would like on the webpage is the pair of track shoes. When we were shopping the other day, Sharon spent a long time **browsing** in the sports shops. She mentioned that the shoes on display were not well designed and did not fit her well. I noticed her looking **longingly** at the custom made shoes. I'm sure she will be delighted to receive a pair of custom made shoes for her birthday.

The other item Sharon might like is the Gummi watch. As you know, Sharon has started on a **rigorous** exercise **regime** lately and a watch would be ideal for her to keep track of her activity level and calorie intake. Furthermore, she would be able to listen to music while she runs. Having a gadget to store her many photos would also be useful. Sharon loves taking photos whenever we go out. She would definitely need more space to store all her photos.

However, there are two other items that Sharon might like which are not on the webpage. One of them is the latest perfume by Victoria. This perfume is popular among many teenagers today and it is relatively cheaper compared to other perfumes. It has a light floral scent and is not too **overpowering**.

Another item that Sharon would like is a gift card from the café that she frequents – Starburst. The drinks at Starburst cost about seven dollars each and Sharon has to dip into her savings each time she wants to get a drink there. She enjoys the **ambience** and likes sitting there chatting with me or just doing her homework. A gift card would allow her to make several trips to Starburst to get her favourite drink.

Of all my suggestions, I think Sharon would most appreciate the Gummi watch. It is one of the latest gadgets and all teens love owning the latest gadget. Sharon will be able to make full use of it when she exercises and this will motivate her to exercise and to keep to her regime.

### *Paragraph Topic*

#### **Paragraph 1**

Introduction: Purpose of letter

#### **Paragraph 2**

Sharon would like custom made shoes

#### **Paragraph 3**

Sharon would like the Gummi watch

#### **Paragraph 4**

Sharon would like perfume from Victoria

#### **Paragraph 5**

Sharon would like a gift card from Starburst

#### **Paragraph 6**

Sharon will like the Gummi watch the most

I hope my suggestions have been useful in helping you decide on a present for Sharon. I'm sure Sharon will love the present that you buy for her.

#### **Paragraph 7**

**Conclusion:** Restate the purpose of the email

Love,  
Jessie

#### **Comments**

*The reasons the writer gives for each suggestion link the information on the webpage with prior knowledge about her friend. This letter provides well substantiated reasons for each suggestion and does not just list the information provided on the webpage.*

#### **Vocabulary**

1. **browsing:** to look at items in a shop without buying them
2. **longingly:** to want something very much
3. **rigorous:** very thorough
4. **regime:** a special plan such as an exercise that is done to improve one's health
5. **overpowering:** referring to something such as a smell that is very strong
6. **ambience:** the atmosphere; what a particular place feels like

#### **Word Use**

*There are several phrases we can use to end an informal letter. These phrases are used to communicate several types of information.*

1. Request to find out what happens in the future
  - Do let me know how things go.
2. Express what one wishes for the recipient of the letter
  - I hope things will turn out well.
  - I'm truly sorry for what has happened and I hope you will feel better soon.
  - I'm sure Sharon will love the present that you buy for her
3. Offer to help further
  - Do let me know if you need my help to shop for the items.
  - Let us know when you will be arriving and we will meet you at the airport.

*Sometimes, more than one type of information listed above is stated at the end of the letter. For example, the last paragraph might include what the writer wishes for the recipient of the letter as well as offer the recipient further help.*